

# Position Vacancy



U.S. Embassy, Mexico

## Announcement

### U.S. Mission Mexico City

Vacancy Announcement Number: 16/66

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** ACO-M40 Chauffeur

**OPENING DATE:** August 2, 2016

**CLOSING DATE:** August 23, 2016

**WORK HOURS:** Full-time 48 hours/week

**SALARY:** Ordinarily Resident (OR): \$ 157,220.04 pesos per year (FSN-3)

Not-Ordinarily Resident (NOR): FP-BB\*

\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Mexico City is seeking eligible and qualified applicants for the position of Chauffeur in the Foreign Commercial Services Section.

#### **BASIC FUNCTION OF POSITION**

The incumbent will serve primarily as the driver for the Regional IPR Attaché, and secondarily for the IP Specialist, the Administrative Assistant, and official visitors, as needed, in and around Mexico City. The incumbent will ensure that the official vehicle is properly maintained and meets the performance requirements for security considerations of the vehicle and passengers. The Regional IPR Attaché will be the incumbent's direct supervisor; the incumbent will have no supervisory responsibilities. The incumbent will be required to perform other duties as assigned.

## QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Local Elementary School is required.
2. **EXPERIENCE:** Two years driving experience and Six months of clerical work or office support work.
3. **LANGUAGE:** Level I (Rudimentary knowledge) Verbal understanding and limited vocabulary in English and Level II (Limited knowledge) Speaking/Reading/Writing in Spanish is required.
4. **SKILLS AND ABILITIES:** Must possess a valid driver's License  
Must be able to lift 50lbs.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at: [https://mx.usembassy.gov/wp-content/uploads/sites/25/2016/07/CDMX-PD\\_VA-ACO-M40.pdf](https://mx.usembassy.gov/wp-content/uploads/sites/25/2016/07/CDMX-PD_VA-ACO-M40.pdf)

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

### HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

### ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: Local Security Certification.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
6. All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.

**HOW TO APPLY:** Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174)  
<http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf>
2. Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
3. Non-Native Spanish speakers. For Spanish test, applicants should contact Carmen Caballero at 5080 2000 extension: 4336 on M-W-F from 4:30 to 5:30. Non- EFMs will be responsible for test fee.
4. For English test please contact Leticia Guerrero at 5080 2000 ext.4024

#### **WHERE TO APPLY:**

**Human Resources Office** at e-mail: [mexicocityhrhd@state.gov](mailto:mexicocityhrhd@state.gov) (Please refer to position number in subject line of e-mail.) i.e. **ACO-M40 Chauffeur. Please note that hard copies are not accepted.**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

#### **Appendix (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

## TRADUCCION DE CORTESIA

No. 16/66

Dirigido a: Todos candidatos interesados

Nombre de la posición: ACO-M40 Chofer

Fecha de apertura: 2 de agosto de 2016

Fecha de vencimiento: 23 de agosto de 2016

Horas de trabajo: Tiempo completo: 48 horas / semana

Salario: Residente ordinario: \$157,220.04 pesos al año FSN-3

*\*Residente no ordinario: A partir de salario y posición grado FP-BB\* confirmado por Washington.*

*(Nota: Todos los solicitantes residentes deben de tener el permiso de trabajo obligatorio y / o deben tener el permiso de residencia correspondiente para poder ser elegibles)*

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**La Embajada de EE.UU. en la Ciudad de México busca una persona para el cargo de Chofer para la oficina de Servicios de Comercio Exterior.**

### **Funciones Básicas De La Posición**

El empleado deberá dar servicio de chofer principalmente para el Agregado Regional IPR, y secundariamente para el Especialista IP, el Asistente Administrativo, y visitantes oficiales, como sea necesario, dentro y alrededor de la Ciudad de Mexico. El chofer se asegurara que el vehículo oficial reciba debidamente el mantenimiento y cumpla los requisitos de rendimiento para las consideraciones de seguridad del vehículo y de los pasajeros. El Agregado Regional IPR será el supervisor directo del chofer; el empleado no tendrá responsabilidades de supervisor. Al chofer le será requerido ejecutar otras actividades como sean asignadas

### **Requisitos**

Nota: Todos los solicitantes deben llenar los requisitos detallados a continuación con información específica y amplia.

**1. EDUCACION:** Certificado de Escuela Primaria.

**2. EXPERIENCIA:** Dos años de experiencia como chofer y seis meses de trabajo auxiliar o ayudante administrativo.

**3. IDIOMA:** Nivel I (Conocimiento Rudimentario) Entendimiento Verbal y Vocabulario Limitado en Inglés  
Nivel II (Conocimiento Limitado) Hablar/Leer/Escribir en Español es requerido.

**5. HABILIDADES Y DESTREZAS:** Debe tener una licencia de conducir vigente.  
Debe ser capaz de levantar 50 libras.

**PARA MAYOR INFORMACION:** Una copia de la Descripción de puesto puede ser consultada en el siguiente link: [https://mx.usembassy.gov/wp-content/uploads/sites/25/2016/07/CDMX-PD\\_VA-ACO-M40.pdf](https://mx.usembassy.gov/wp-content/uploads/sites/25/2016/07/CDMX-PD_VA-ACO-M40.pdf)

**PARA APLICAR:** Los candidatos interesados en esta vacante deberán presentar lo siguiente o su solicitud no será considerada:

1. Solicitud de Empleo Federal (DS-174) Universal Application for Employment (UAE) <http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf>
2. Otra documentación (por ejemplo, copias de Diploma de escuela secundaria, preparatoria, título universitario, transcripciones, certificados, premios, ensayos) en donde se refiere a los requerimientos del puesto que se enumeran en la página 1.
3. Cuando español no es su lengua nativa: Para el examen de español, los solicitantes deben comunicarse con Carmen Caballero al teléfono 5080 2000 en la extensión: 4336.
4. Para el examen de inglés, los solicitantes deben comunicarse con Leticia Guerrero al teléfono 5080 2000 en la extensión: 4024.

**ENVÍE SU DOCUMENTACIÓN COMPLETA A:** La Oficina de Recursos Humanos. Correo: [mexicocityhrhd@state.gov](mailto:mexicocityhrhd@state.gov) con el asunto: **ACO-M40 Chofer. Solicitudes impresas no serán aceptadas.**